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Lake Forest College

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LAKE FOREST COLLEGE

FACULTY
HANDBOOK

SEPTEMBER, 1971

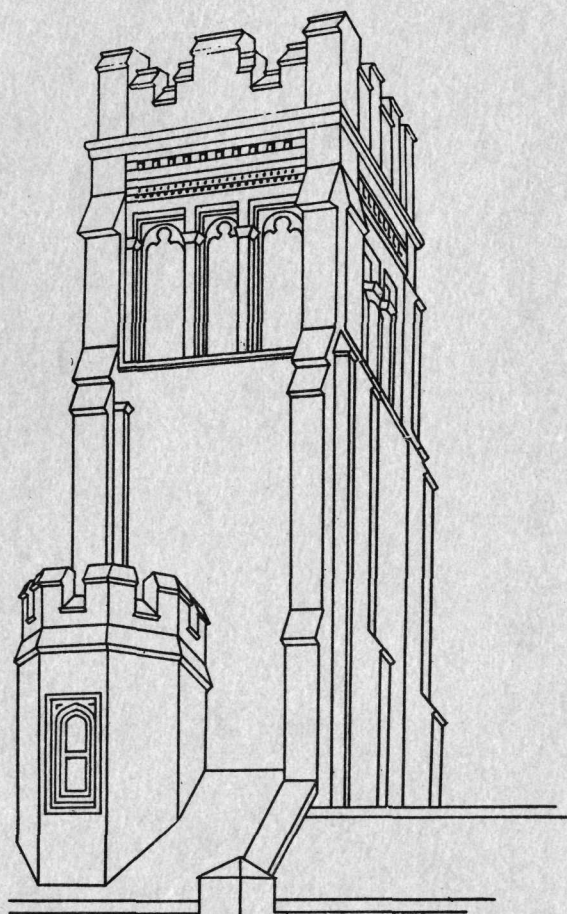


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MEMBERSHIP OF THE FACULTY

Definition of Faculty

According to the bylaws of Lake Forest College adopted by the Board of Trustees on September 11, 1965, the faculty is defined as follows:

The faculty shall consist of the President of the College, the Deans, the Professors, the Associate Professors, the Assistant Professors, the Instructors, the Lecturers, the Registrar, the Librarians, the Director of Admissions, the Associate and Assistant Directors of Admissions, the Director of Athletics and the other coaches.

There are four official ranks for full-time teaching members of the faculty. These are: professor, associate professor, assistant professor, and instructor. Appointments, either full or part time, may be made to any rank and also to the classification of lecturer. Although there is no official distribution of members of the faculty within the ranks that must be followed, the distribution of the faculty for the 1971-72 college year is as follows: Twenty-four professors, nineteen associate professors, thirty assistant professors, thirteen instructors, and five full-time lecturers. In addition there are several part-time lecturers and instructors. These numbers include only the members of the faculty who teach a full load or who have other duties which with their classroom teaching give them a full teaching load.

Appointment to the Faculty

Faculty appointments are made by the Board of Trustees upon joint recommendation by the Department Chairman and the Provost and Dean of the Faculty to the President of the College, who in turn makes the recommendation to the Committee on Academic Affairs of the Board of Trustees. The faculty Committee on Appointments, Promotions and Tenure interviews all faculty candidates for full-time positions, and makes appropriate recommendations to the President and the Dean of the Faculty. The Committee on Academic Affairs reports to the Board for final approval. Criteria used are: adequate training for the particular position to be filled by the appointment, successful teaching experience, integrity of character, and scholarly interests. In the case of persons who have not taught before, evidence of probable teaching success based upon recommendations by persons in a position to make sound judgment is accepted.

Appointment to the faculty is annual until tenure is awarded, but the initial appointment is expected to be a continuing one unless at the time of the initial appointment it is specified that it is a one year appointment, without the intention or obligation of renewal.

Termination of continuing appointments will be in accord with the statement on 'Termination of Services' below.

In recruiting and appointing faculty, every effort shall be made to obtain the most highly qualified person for the available position. The administration has been asked by the Faculty to recognize and consider the potential difficulties inherent in appointing two persons from the same family to a faculty the size of that at Lake Forest College. The same considerations apply to matters of reappointment and promotion, except when the positions concerned are previously protected by tenure.

It is an administrative policy to make no professional or secretarial appointments of a second member of a family when such an appointment places one member of the family in a position of direct evaluation by the other member of the family, except when both positions are previously protected by tenure.

Promotion Within the Faculty

During the 1948-49 college year the General Policies Committee of the faculty recommended to the administration of the College that each candidate for academic promotion be reviewed according to the following standards: (The statement has been modified in keeping with the present organization of the administration.)

A. Training and experience:

- (1) What degrees are held and the institution from which these degrees were obtained. (Ordinarily the candidate should hold the Ph.D. degree to be qualified for advancement to the rank of assistant professor or above.)
- (2) The length of teaching experience as well as such general experiences as travel and fellowships for study.

B. Quality of teaching and scholarship:

- (1) The opinion of the Provost and Dean of the Faculty, the Chairman of the Department, members of the Department, and other colleagues as to the effectiveness of his teaching and his interest in students.
- (2) Publications and memberships in professional societies, service on faculty committees, and participation in other college and community activities.

C. Character and personality:

- (1) Emotional stability and maturity.
- (2) High ideals and integrity.
- (3) Friendly and tolerant understanding of colleagues and students and democratic relationships with them.

A member of the faculty in the instructor or assistant professor ranks will ordinarily be expected to complete approximately eight years of full time teaching either at Lake Forest College or at Lake Forest College and one or more other colleges or universities before promotion to the rank of associate professor. In individual cases, the time may be shorter for sufficient reason such as exceptional quality as a scholar in addition to outstanding teaching ability, and, of course, it may also be longer.

An individual with teaching experience elsewhere and coming to the College as an instructor or assistant professor, will join the ladder at the appropriate position and then follow the same procedure.

Such matters as successful teaching experience, research efforts, and general contributions to the College will be taken into account in determining promotions. The possession of a Ph.D. degree will be considered except in those areas of the curriculum where the doctorate is not ordinarily to be found.

Faculty members are recommended for promotion by the Department Chairman or the Dean of the Faculty and not upon application by the faculty member.

Academic Tenure

The following statement on academic tenure at Lake Forest College is taken from the minutes of the Board of Trustees for May 8, 1965:

1. Faculty members in the rank of instructor are appointed on an annual basis. No member of the faculty will be retained at this rank for more than five years unless he is filling a current need and is willing to continue in his present position without promise of promotion and without obligation on the part of the College to retain him.
2. A faculty member initially appointed to the rank of instructor or assistant professor shall upon reappointment and promotion to the rank of associate professor have permanent tenure, provided that he has had four full years of service at the College. Faculty members in the rank of assistant professor shall receive tenure at the end of seven years of full-time service to the College, but not prior to this time.
3. Faculty members originally appointed in the rank of associate professor or professor who have had four years of full-time service to the College shall upon reappointment be given tenure.
4. Permanent tenure shall be interpreted to mean that

the faculty member on tenure will, unless he resigns, be retained until he reaches retirement age or is dismissed for cause--cause to be interpreted as: financial exigencies of the College, professional incompetence, or moral delinquency. Before a faculty member can be dismissed for cause, his case must be considered by a committee of the faculty consisting of the two members of the General Policies Committee of the Faculty who have had the longest period of service at the College and the member of the Committee on Appointments, Promotions and Tenure who has had the longest continuous service on that committee. If any faculty member on this committee is himself the accused or is to be a witness, his place shall be taken by the next ranking member of the regular faculty committee which he represents. The Committee shall meet with the President of the College, the Dean of the Faculty, and the Chairman of the Committee on Academic Affairs of the Board of Trustees (or his representative) to hear and discuss all the evidence in the case, the defendant and counsel, if any, permitted to be present and to speak. A verbatim record of the hearing shall be kept. Following the hearing, the faculty committee shall make a recommendation to the President and shall inform the faculty of its recommendation if this seems desirable to either the committee or the defendant.

5. Full time faculty members with the title of Lecturer are not eligible for tenure as long as they hold this title. If, however, a lecturer's appointment is changed to one of the "professorial" ranks, thus making him eligible for tenure, all of his years of full time service to the College will be counted in determining his eligibility for tenure.
6. The above provisions shall apply only to full-time members of the faculty.

Academic Freedom

On May 8, 1965, the Board of Trustees adopted the following resolution on academic freedom:

1. Lake Forest College subscribes completely to the principles of academic freedom as set forth in the Statement of 1940 adopted by the Association of American Colleges, the American Association of University Professors, and other organizations.
2. If a member of the faculty believes that his academic freedom has been infringed by an action of the College, he may appeal through the President of the College or the Chairman of the General Policies Committee of the

Faculty to the committee named in Section 4 of the resolution on academic tenure.

3. If an issue of academic freedom cannot be resolved satisfactorily locally and a member of the faculty should request the American Association of University Professors, to make an inquiry into his case, the College will offer full cooperation in the investigation.

At the same time the Board of Trustees also approved as College policy the following statement printed in the June, 1963, issue of the Bulletin of the American Association of University Professors:

- (a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- (b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- (c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

Termination of Services

If a faculty member, including one who does not teach but is classified as a member of the faculty, is considering an offer from another institution, the College expects him to abide by the standards recommended by the Association of American Colleges and the American Association of University Professors. These standards are printed in the March, 1961, issue of Liberal Education and are as follows:

Negotiations looking to the possible appointment for the following fall of persons who are already faculty members of other institutions, in active service or on leave-of-

absence and not on terminal appointment, should be begun and completed as early as possible in the academic year. It is desirable that, when feasible, the faculty member who has been approached with regard to another position inform the appropriate officers of his institution when such negotiations are in progress. The conclusion of a binding agreement for the faculty member to accept an appointment elsewhere should always be followed by prompt notice to his institution.

A faculty member should not resign, in order to accept other employment as of the end of the academic year, later than May 15. . . . It is . . . recognized that emergencies will occur. In such an emergency the faculty member may ask the appropriate officials of his institution to waive this requirement; but he should conform to their decision.

To permit a faculty member to give due consideration and timely notice to his institution in the circumstances defined in paragraph 1 of these standards, an offer of appointment for the following fall at another institution should not be made after May 1. . . .

Except by agreement with his institution, a faculty member should not leave or be solicited to leave his position during an academic year for which he holds an appointment.

The College assumes that the above conditions also apply to members of the faculty who do not teach, such as librarians, members of the admissions staff, coaches, and deans.

When the College no longer needs the services of a faculty member the following procedures apply:

Faculty members who have been in the employ of the College for less than one year will be notified no later than December 15 of that academic year that they will not be reappointed for the following year.

Non tenured faculty members who have completed at least one year of service in the employ of the College will be notified no later than July 1, and preferably earlier, that they will not be reappointed after the end of the academic year following the notification.

Responsibilities for the Academic Year

The on-campus responsibilities of members of the faculty begin with the faculty conference each fall and extend through Commencement the following June. Unless prevented by reason of personal emergency, a faculty member is expected to be present at the conference and at the Baccalaureate and Commencement activities. If a professional meeting is held at the same time as these events, a member of the faculty

may request of the Dean of the Faculty that he be excused to attend the meeting. Professional as well as personal summer activities should be planned so that they do not begin before Commencement and do end before the opening of the Fall Conference.

Salaries of the Faculty

Following the March meeting of the Board of Trustees, at which time the budget for the following year is approved, it is customary to send written notice of his salary for the coming year to each member of the faculty.

The academic year of the College extends from September 1 to the following August 31, but teaching responsibilities, in general, extend only from September through June, the exact days varying from year to year. Salaries of full time members of the faculty are paid in twelve equal installments. Payment is made on the first business day of each month, beginning with September. Salary checks are placed in campus mail boxes unless the Business Office is instructed otherwise. Members of the faculty who are away from the campus when salary checks are distributed may have them mailed to them by leaving an addressed envelope with the Departmental Assistant in charge of payroll in the Business Office.

THE MEMBERS OF THE FACULTY AS TEACHERS

Teaching Duties

The Bylaws of Lake Forest College contain the following statement of faculty responsibility:

It shall be the responsibility of each member of the faculty to teach those courses assigned to him as effectively as he can, giving his imagination wide range in order to find the techniques of instruction best suited to the particular course and engaging in reading and study designed to improve the quality of his teaching and to increase his knowledge. A member of the faculty shall not appoint anyone to perform his duties in the classroom without the approval, in each case, of the President or the Dean of the Faculty.

Objectives

It is assumed that each teacher will work out carefully and later give to the students very early in the term the objectives which he envisions for the course and that in the light of these objectives he will clearly outline the scope of the course and attempt to make each lecture, discussion, or other experience

connected with the class contribute to the attainment of these objectives. This means determining the best technique or group of techniques of instruction suited to the particular course, including adequate testing. A faculty member can take advantage of the relatively small size of the faculty to discuss matters of intellectual interest with other members of the faculty not only in closely allied fields but in other academic areas far removed from his own field of specialization.

The interest which each faculty member has in the students in his class will be shown by his reasonable availability to them without letting them take advantage of him. Each faculty member is asked to set up and keep faithfully regular daily office hours, which should be posted just outside the office door. Arrangements to see students by special appointment, when this is called for, should also be made.

Departmental Organization

The curriculum of the College is classified by departments and the members of the faculty who teach the courses offered in that department constitute the departmental faculty. The President of the College appoints a chairman of each department who is responsible for overseeing the academic activities of the faculty of the department. Department chairmen do not serve in this capacity after the College year during which they reach the age of sixty years.

The chairman of a department is asked to:

1. Preside at meetings of the faculty of the department which he calls to discuss matters of departmental concern.
2. Evaluate the services of the faculty of the department and report his evaluations at least annually upon request to the Provost and Dean of the Faculty.
3. Assume primary responsibility for collecting information about candidates for openings in the departmental faculty.
4. Assume responsibility for collecting information about new members of the faculty in his department on problems of instruction and student relationships, where these are needed, for informing them about the grading system and College policies, and for introducing them to the College community.
5. Major responsibility for the quality of the library rests with the faculty. It is important that the members of the faculty in each department be thoroughly familiar with the library collection in their discipline and informed about available new publications from which additions to the collection can be selected. The chairman is responsible for approving the requests for new books and periodicals to be

purchased from the departmental allocation.

6. Consider and act upon the requests of individual students to undertake independent study or senior theses in the department and distribute the adviser load equitably between faculty members.
7. Act on the requests of individual students for admission to courses for which they do not have the class standing normally required.
8. Prepare an annual statement of needs for equipment, space, and student assistance for submission to the Provost and Dean of the Faculty. (These are requested in late November or early December for the fiscal year beginning June 1st of the following calendar year.)
9. Approve expenditures from the departmental budget for student assistance and equipment or from the general instructional supplies budget, if there is not a separate departmental budget. (Items bought from the general budget must ordinarily be requested at the time the budget is prepared.)
10. Check the monthly budget reports to see that they are correct and that expenditures are kept within the approved budget.
11. Order from the Printing Department the departmental stationery and other printed supplies needed. (The stationery is printed in standard form and carries the name of the department but not the names of individual faculty members.)
12. Prepare the proposed annual schedule of classes for the department upon request from the Provost and Dean of the Faculty.
13. Attend and participate in the meetings of all department chairmen with the Provost and Dean of the Faculty, called at least once per term.
14. See that textbook selections are given to the Bookstore. Careful estimates of numbers are needed, in order to minimize loss on unused copies.

Teaching Loads

The present normal teaching load is seven term courses per year, but most faculty teach only two regular classes per term. The following guide rules will help in making an equitable distribution of the teaching load in a given department:

1. Each faculty member who teaches full time will be assigned at least two regular classes per term or the equivalent in laboratory or studio work.

2. In addition, up to one student in independent study per term on the average may be expected.
3. In accordance with faculty action on March 15, 1960, laboratory teaching carries two-thirds credit, and studio art, physical education activity, and private music lessons one-half credit, toward teaching loads. Thus, three hours of laboratory are equivalent to four-tenths of a course. Studio hours are figured at one-half of a class hour.
4. In order to be included in the count of two "regular" classes per term, a class or seminar may be expected to have an enrollment of at least ten.
5. With the present number of requests for independent study no faculty member should find it necessary to accept more than an average of one student per term in independent study, even though it is true that an even distribution will not always be possible. The Department Chairman will be responsible for distributing the load of these assignments. Additional students in independent study may not be substituted for a regular class.
6. In some cases it will still be necessary, when a faculty member has no students in independent study, to assign a seventh section.

While this should be construed only as a rule of thumb, a quick calculation based on a student-faculty ratio of sixteen and two-thirds to one and a teaching load of two courses per term will give each faculty member fifty students per term. Since the ratio is about twelve and one-half to one and independent study is in addition to two courses per term, it is easy to see that some departure from this pattern is possible. Nevertheless, the rule can be used to determine whether a department is overloaded.

Regular day session students may not register for courses not on the schedule except with permission of the Provost and Dean of the Faculty. If such registration is permitted during the regular term, no additional compensation is provided for the faculty member. Faculty members are under no obligation to take on such extra students and students are discouraged from such registrations except where it is a matter of necessity.

Use of Student Assistants

On February 18, 1964, the faculty approved the following resolution

"In the use of student assistants, the obligation for determining the requirements of a course rests with the instructor; likewise it is his exclusive responsibility to arrive at the student's final grade.

It is recognized, however, that in some courses a great deal of daily work is required (e.g., homework problems, exercises in grammar and translation, laboratory reports) which is immensely burdensome for the instructor to check, and which could be safely checked by able student assistants. The assumption is that such problems would be in the nature of practice rather than assignments which contribute to the final grade. Moreover, reading them would not require the professional authority that is presumably the instructor's alone. In the case of this kind of work, student assistants may be permitted to do the checking. The instructor should exercise care in selecting student assistants.

Schedule of Classes

The courses to be taught in each department during each of the three terms of the next college year are submitted to the Dean of the Faculty by the Department Chairman in the spring. The schedule is prepared for the entire year and approved by the Dean. Courses may not be added to the schedule except with permission of the Dean of the Faculty.

Secretarial Services

Secretarial services are provided in most of the classroom buildings, but all buildings are not served by full-time secretaries. The schedule of hours is available each fall. Members of the faculty may take tests, syllabi, and letters for typewriting and duplicating to the appropriate faculty secretary. Manuscripts will be typed, but materials for current class use and letters will have a prior claim on secretarial time.

Multiple copies of materials for distribution to classes, unless they are only two or three pages in length, cannot be completed on short notice. More extensive uncopyrighted texts must be requested well in advance of the time they are needed, and are to be sold at cost through the College Bookstore. Students will be expected to make their own machine copies of copyrighted materials from journals or books where this is allowed. If such materials are not available to them for copying, the faculty member may arrange for an appropriate number of copies to be placed on library reserve. Students may then make their own copies from these reserve copies if they wish. (A coin-operated copying machine is available for students use in the library.) Free copies of text materials will not be made available to students.

FACULTY REGULATIONS

Each member of the faculty is asked to cooperate with the following specific faculty regulations:

1. Student Papers

On May 15, 1962, the faculty adopted a resolution "strongly recommending that each student be required to write two short papers in each course which he takes throughout his college career, unless the course is not adapted to such a requirement," and "pointed out that such papers should be evaluated for content and form and that revisions of them should be required." Turabian's Manual for Writers of Term Papers, Theses, and Dissertations has been chosen as the style guide for the College as a whole and is recommended for use in all classes.

2. Academic Honor Code

The Student Handbook, beginning on page 3 describes the academic honor code and gives the responsibilities of both faculty and students under it.

3. Class Attendance

On April 6, 1951, the faculty took the following action with respect to class attendance:

Students are expected to be present at all meetings of their classes, beginning with the first, unless prevented by illness (which should be reported to the Dean of Students' Office) or by participation in a College-approved function. Each instructor has the right to establish other specific regulations regarding attendance which may be best suited to his particular course. Faculty members are expected to take roll and be ready to report any absences by dates at the request of the Dean of the Faculty. Faculty members are also expected to report to the Dean of Students any student whose absences in the opinion of the instructor jeopardize his scholarship.

On May 20, 1958, these regulations were supplemented as follows:

(1) Members of the faculty shall clearly state their 'cut' policy at the beginning of each course; (2) after a student has missed two consecutive class periods, an instructor must report that fact to the Dean of Students' Office; and (3) when a student cuts so often during a term that the quality of his work is endangered, the instructor shall report that fact to the Dean of Students' Office.

The policy with respect to class cuts which the instructor wishes to apply to each class must be stated in writing at the beginning of the course. Also, any attendance regulations which are applied to a particular individual must also be stated in writing and a copy of the statement given to the Dean of Students.

It is important that, even though there are no specific attendance regulations, the roll be taken in order that the record may be available if it is necessary to refer to it in order to get information to

the Deans' offices, to the counselors of students, or to parents. Absence report slips will be issued by the Health Office or by the Dean of Students' Office to any student who shows evidence of illness. A duplicate of all absence reports is retained in the Dean of Students' Office. A person presents the original absence slip to each instructor for his notation. This slip is an explanation of absence and is not an official excuse of the student from class attendance unless there is written across the absence slip "Official Excuse." Such slips are issued only for functions approved by the College. College approval is granted by the faculty when it approves scheduled events which require students' absences from classes.

On October 19, 1954, the faculty approved the following:

For official trips the faculty member will submit a list of participants to the Dean of Students' Office. The faculty member will receive a blue absence slip for each student marked 'Official Excuse' and the student will show it to each instructor.

Students who are "officially excused" will be expected and will be allowed to make up work missed in a manner approved by the faculty member whose class is missed.

It is expected that classes will meet regularly and that they will take place at the scheduled time. An unavoidable absence of a teacher from the class should be reported to the Chairman of the Department or to the Provost and Dean of the Faculty, if the Chairman cannot be reached. This report should be made in advance of the absence, if possible.

When a faculty member attends a professional meeting he should make appropriate arrangements with the department chairman for taking care of his classroom responsibilities during his absence.

Promptness in beginning and dismissing classes is important in maintaining the schedule. In the six buildings in which most of the College classes are held, buzzers ring for the opening and closing of each class period.

4. Examinations

Final examinations must follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for such a change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such a case the students are entitled to have until the end of the scheduled time for the examination to submit their

term papers.

On May 17, 1960, the faculty passed the following regulation regarding the placement of final examinations in the library for student use: "If a particular final examination is returned to the student, the faculty member shall place the copy of this examination in the library for the use of future students who take the course."

On May 2, 1967, the faculty adopted the following resolution relative to the keeping of examinations and term papers by faculty:

Examination papers, particularly final examination papers, and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed, so that they will be available for examination by students. It is understood that papers from the spring term will be kept through the fall term. Faculty members leaving the College are asked to leave their record books with the department chairman or, if they do not wish to do so, to accept the obligation to keep these record books for at least a year in order that they will be available for checking records if this is necessary.

5. Grade Reports

Grade reports for failing, barely passing, or incomplete work are made to all freshmen students at midterm. Final grade reports are mailed to students at their homes at the close of each term.

Three passing grades are used at the College. These are honors (H), high pass (HP), and pass (P). The honors grade is given for outstanding work. The high pass grade indicates that the work is of superior quality but not outstanding. Other work of passing quality is given a grade of pass.

At Lake Forest, however, students may choose for each course whether to receive "credit" only or a grade in the course. Students who fail a course are given a grade of failure (F) under either choice. An incomplete (I) is given a student who is passing but, because of illness or some other reason beyond his control, has not completed the work of the course. It is not intended to cover negligence in turning in assigned work. An I may be given only upon the initiative of the instructor, and, except when special permission is granted by the Dean of the Faculty, must be removed by the end of the first week of the new term if given in the Fall or Winter Terms, and within one calendar week after the close of final examinations in the Spring Term.

The condition grade of (X) permits a student to take another final examination or repeat other work in the course at the discretion of the instructor. A conditional grade is regarded as a failure until it has been removed. If the work is satisfactorily repeated

within the period of time set by the instructor, which must not be later than one month after reenrolling, the grade is changed to a pass (P); otherwise, it becomes a failure (F). A grade of F is mandatory if a student is dropped from a course by an instructor for lack of attendance.

The warning grade of (Y) is given only to freshmen at the time of the midterm grade report when a student is barely passing a course.

Final grade cards are due in the Registrar's Office twenty-four hours after the close of the final examination period. It will be appreciated if reports that can be completed earlier are turned in as soon as possible.

Resident students are required to carry a full load of three courses. The approval of the Dean of Students is required for withdrawal from a course, whether the student is a resident or a non-resident student, and such permission is ordinarily not granted except in emergency or other unusual circumstances. Any student whose withdrawal from a course is approved shall receive a grade of W if the withdrawal occurs within the first four weeks of the term. Withdrawal after the first four weeks of the term will require a decision by the faculty member as to whether or not the student was passing the course at the time of withdrawal. If the faculty member agrees that the student was passing, he shall receive a grade of W. If he should be failing, the grade will be recorded as WF.

Beginning in September, 1967, students have been allowed to choose individually and in each course whether or not they wish to receive merely "credit" or a grade in each course. In case of failure, under either choice, an F grade is recorded.

Periodic analyses of grade distribution are made by the Registrar and these are made available to the faculty.

6. Confidential Treatment of Records

On May 6, 1969 the faculty approved the following: "Materials submitted in support of application for admission must be confidential within the faculty and professional staff."

On April 4, 1967, the faculty approved the following: "To minimize the risk of improper disclosure of information, a student's academic record should be kept separate from his disciplinary record. The face of a student's academic record (and therefore a transcript of of his record) should carry, in addition to the usual information concerning courses and grades, the statement that unless otherwise noted, the student is in good academic standing. Additional permanent notations on the face of the academic record should be limited to: academic probation, dismissal for academic reasons, and dismissal for non-academic reasons. (See also page 17, Section 7.)

7. Academic Evaluation and Appeal Procedure

The Student Handbook on page 5 gives the procedure that a student may follow if he feels that his work has been unfairly evaluated by a faculty member.

ADMINISTRATIVE REGULATIONS

Compliance with the following administrative regulations is also requested:

1. Desk Copies

Since most publishers will supply desk copies free, the Bookstore has prepared forms which can be used to order these desk copies. They should, of course, be ordered in plenty of time so that they are here when classes begin. In a few cases, particularly when the texts are paperbacks or are imported, desk copies may not be available. We do not want a faculty member to have to pay for the text books used in the course and in these cases the College will purchase the text books, but we do not like to have to pay for those copies that will be supplied free by the publisher. Any textbook taken from the Bookstore must be signed for by the faculty member and by the Dean of the Faculty. The book will be charged until it has been replaced by a desk copy.

2. Smoking

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge areas, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate with this regulation by refraining from smoking in these places and by requiring student adherence to this rule.

3. Telephone

The Business Office is in charge of the telephone exchange. Incoming calls will reach the offices of faculty members from 8:30 a.m. to 9:00 p.m. Monday through Friday. On Saturday the hours are 9:00 a.m. until 5:00 p.m., and on Sunday 12:00 noon until 5:00 p.m. Outgoing calls to the following communities may be made by dialing 7 first and then the number being called. All other calls are to be placed with the College switchboard operator, who is on duty from 8:30 a.m. to 5:00 p.m. Monday through Friday.

Aptakisic
Bannockburn
Deerfield
Downey
Forrestal Village
Fort Sheridan

Green Oaks
Great Lakes
Gurnee
Half Day
Halsey Village
Highland Park

Highwood
Indian Creek
Lake Bluff
Lake Forest
Libertyville
Lincolnshire
Long Grove
Mettawa

North Chicago
Park City
Prairie View
Riverwoods
Rondout
Vernon Hills
Wadsworth
Waukegan
Wilson

4. Departmental Purchases

Certain departments have departmental budgets for instructional equipment and supplies. Other departments which occasionally order instructional equipment are asked to anticipate these needs when the budget for the following year is prepared and request budget allocations for them. One budget allocation is made for all other departments together.

Purchase requisitions are submitted by the Chairman of the Department to the Dean of the Faculty for approval. A manual on purchasing is issued by the Business Office and the procedure is outlined in it.

Requests for budget allocations to cover wages to student assistants are made to the Dean of the Faculty. Employment of an individual student must be arranged with the Placement Office and hourly wage scales are prescribed by the College.

Purchases of supplies for office use and examination booklets may be made at the Bookstore. Items purchased are listed on the charge slip. All faculty office supplies are charged to one account, the number for which is 710-5.

In order to reduce costs of printing letterhead paper for correspondence, each member of the faculty is asked to request departmental stationery of the Chairman of the Department rather than directly of the Printing Department. This will enable departmental needs to be pooled. Because changes in faculty personnel may make stationery with names printed on it obsolete, the policy now in effect in administrative offices will be followed in printing departmental stationery. Only the name of the department will be printed in addition to the Lake Forest College heading common to all College stationery. You are asked to use less expensive plain paper and the reusable or plain envelope for campus mail rather than the printed stationery supplied for off-campus correspondence and for official on-campus College correspondence.

5. Mail

The faculty mail boxes are located in College Hall. Mail distribution to the boxes is made by the Business Office. Each faculty member is asked to check his assigned mail box regularly since

announcements as well as United States mail are distributed through these boxes.

Outgoing mail should be deposited by 4:00 p.m. in order to have metered postage attached. The slots for deposit of United States mail and campus mail are located in College Hall. The name of the office or department sending the mail should be placed on the envelope.

6. Additional Employment

A currently enrolled student or his family may not engage a faculty member to render a service to the student for pay. This policy prohibits a faculty member from tutoring a student or counseling with him for pay, whether he is in one of the faculty member's classes or not.

A full-time faculty member may not accept a part-time position during the regular College year (September to June) without the prior consent of the Provost and Dean of the Faculty. This policy is not intended to discourage a member of the faculty from giving individual lectures or from writing articles, for either of which he may receive a fee, but is intended to cover outside teaching responsibilities, regular consulting, and similar activities that may regularly take up the faculty member's time.

7. Rights of Privacy for Faculty, Staff, and Students

The College desires to protect its undergraduates and employees from improper disclosures of information, violating the confidential relationship appropriate between an educational institution and its personnel. Accordingly, it is our official policy not to send transcripts of record to other colleges or universities, to prospective employers, to government agencies or anywhere else except at the specific request of the student or the graduate himself. The same policy applies to information concerning any student's activities outside the classroom: membership in organizations, disciplinary difficulties, participation in demonstrations, etc. These are matters of confidence, and the College will not disclose them to anyone unless the student authorizes such release. Any official written communication from the College should be requested in writing by the student. Informal, verbal references in conversation or by telephone should be ruled by caution and restraint, seeking to protect the individual from disclosures that are properly matters of private record and not for public information. Any item that is already public, i.e. the fact of attendance at or graduation from the College is obviously not confidential and need not be treated as such. (See also page 16, Section 6)

Any person on the College payroll deserves similar protection. No information should be transmitted to any source without specific request and authorization by the individual concerned.

8. Keys

Keys for offices, classrooms, and laboratories are available to faculty upon requisition from the office of the Physical Plant. Forms requesting the keys are obtained from the Dean of the Faculty, whose approval is required. Faculty may request that keys be issued to individual students to enable them to enter rooms in classroom buildings, but each requisition must be signed by the faculty member, the student, and the Dean of the Faculty. Master or sub-master keys are not issued to students and faculty members are asked never to lend such a key to a student.

THE FACULTY IN POLICY FORMATION

According to the Bylaws of the College;

It shall be the function of the faculty to sit as a legislative body and, subject to the veto of the President, to adopt rules and regulations governing the academic requirements of the student body and recommend the granting of degrees in course. The faculty shall keep a book of minutes of its meetings.

1. Meetings

Meetings of the faculty are held regularly on the first Tuesday of each month. The last faculty meeting of the year is held the day before Commencement, at which time the faculty recommends the candidates for degrees. By action of the faculty on March 16, 1954, "attendance at faculty meetings is compulsory unless other College business interferes."

2. Voting

According to the action of the faculty on May 18, 1965:

Voting privileges are for those members of the faculty who teach a full course load or who have duties equivalent to a full course load.

In addition, part-time members of the faculty who meet the conditions laid down in a resolution adopted by the faculty on November 17, 1964 may vote: These are:

. . . those members in the second year on the faculty who teach a minimum of three courses per year and who agree to attend faculty meetings on a regular basis may, upon the recommendation of the Department Chairman to the General Policies Committee, be referred to the faculty for approval.

3. Rules of Procedure

At its regular meeting on November 4, 1969, the faculty approved the following statement on procedure:

- A. That the faculty adopt Robert's Rules of Order (current edition) as its manual for parliamentary procedures, and that the faculty, because of its size, conduct debate in the manner described by Robert as "Informal Consideration" -- since "Formal Debate" would, for example, limit any speaker to only two statements on an issue.

N.B. If Robert's Rules of Order is adopted, the faculty should be aware that the following would be in effect:

1. A quorum is a majority of all members.
 2. Suspension of the rules can be effected only by a 2/3 vote. (2/3 of those present and voting.)
 3. Calling the previous question can be effected only by a 2/3 vote.
 4. There shall be no voting by proxy.
 5. Rules that protect absentees cannot be suspended; e.g., no new business could be introduced at a meeting specially called for another purpose.
- B. That the faculty appoint a parliamentarian to rule on matters of procedure.
- C. That regularly scheduled meetings convene at 4:00 p.m. and adjourn no later than 5:30 p.m.
- D. That substantive matters to be brought before the faculty must be channeled through committees, with the following provisions for exceptions:
1. If any individual, having presented an item to a committee for its deliberation and recommendation, feels that the committee is not acting on the matter with sufficient dispatch, he may, with at least one week's prior notice to the faculty in writing, request that the faculty at its next meeting vote on directing the committee to consider the matter and report on it within a specified period of time.
 2. Subsequent to this, if the committee reports back but recommends no action and if the individual is still dissatisfied, he may then request the faculty, again with one week's notice in writing, to suspend its rules and to consider his own proposal.
- E. That committee reports requiring faculty action must be distributed in writing a week before the meeting at which the report is to be considered.
- F. That if any committee has a proposal to bring to the faculty of such importance that it feels the issue should be supported by more

than a simple majority of the faculty, the committee can make a corollary proposal that a 2/3 vote be necessary for passage of the proposal. The faculty would then vote on the procedural motion (a majority vote) before voting on the substantive issue.

4. Dissemination of Information from Faculty Meetings

On May 18, 1965, the faculty approved the following resolution:

"All formal actions taken at faculty meetings will be reported to the campus community within 24 hours by the Dean of the Faculty, the statement to be approved by the Secretary of the Faculty prior to release. All actions will be reported unless there is a formal instruction to the faculty to the contrary. Copies will be sent to each faculty member, to representatives of the Student Government, and to the student newspaper. Until the statement has been released, the faculty and others eligible to attend meetings are required to refrain from revealing or discussing the actions with anyone except those entitled to attend meetings of the faculty. Meetings of the faculty are regarded as closed and confidential and such matters as motives, reasons, discussions, distribution of votes, and positions taken by individuals shall not be disclosed at any time. This is not to be construed as prohibiting a faculty member from expressing his own views on issues involved as long as this is not identified with the discussions in the faculty meetings.

5. Secretary

The Secretary of the Faculty is elected by the faculty in accordance with the procedure adopted October 20, 1959:

Each member of the faculty shall vote for a first and second choice at the time of the election of the members of the General Policies Committee. . . ; the two persons receiving the highest number of total votes (both first and second together) will be placed on a ballot and each member of the faculty will vote for one of these two. The Secretary shall be elected for a three-year term.

FACULTY COMMITTEES

Any member of the faculty may be asked to serve on a faculty committee, but according to action taken by the faculty on November 17, 1964:

. . . members of the Appointments, Promotions, and Tenure Committee and the General Policies Committee shall be individuals whose appointment to the faculty is primarily for the purpose of classroom teaching, although they may on occasion teach less than a full-time load, in distinction

to those appointed primarily for administrative responsibilities, even though those persons may teach.

The President of the College and the Dean of the Faculty are ex-officio members of all faculty committees.

All faculty committees are required by faculty action of October 16, 1956, to "submit a summary of their deliberations and discussions to the faculty by means of the College mail." On November 18, 1958, the faculty passed a resolution requiring the "General Policies Committee to submit written minutes to all members of the faculty within one week after each of its meetings." The report is to summarize the issues discussed and decisions reached. By action of the faculty on November 16, 1954, "all committee reports, before they may be considered by the faculty, must be handed to the Faculty Secretary in writing one week before the faculty meeting." Also "all matters referred (by the faculty) to the proper committee must be reported to the faculty by the respective committee."

Standing Committees

1. Academic Affairs

According to the action of the faculty on March 11, 1969, the elections for the Committee on Academic Affairs shall occur in the Spring, prior to the elections for the General Policies Committee and the Committee on Appointments, Promotions and Tenure. A person serving a continuing term on any one of the elected committees is not eligible for election to either of the other two. (The election is held at the first regular faculty meeting in the Spring Term.)

"The Committee on Academic Affairs shall consider problems concerning departmental and interdepartmental course offerings and shall, after consultation with the appropriate departmental chairmen, decide what changes, if any, should be made. The C.A.A. shall make its decisions with the goal of promoting the academic welfare of the College as a whole and shall take the following factors into consideration: Course enrollment, minimum number of faculty for a viable major; and the effect of changes on other majors; etc."

According to faculty action on March 2, 1971 the Committee on Academic Affairs will also assume principal responsibility for making recommendations to the faculty in the following curricular matters:

1. Courses needed for graduation, including general education and major requirements.
2. The number of departmental majors offered.
3. All matters relating to courses, including new kinds of courses (e.g., work-study, freshman seminars).

4. Curricular matters rising from cooperation with other schools.

2. Academic Standing

By action of the faculty, the Committee on Academic Standing acts for the faculty in granting or rejecting requests of students for exceptions to faculty regulations.

3. Admissions and Student Aid

The Committee on Admissions and Student Aid represents the faculty in advising the administration with respect to standards of admission and policies according to which student aid is administered. Such questions as the relative importance of class rank, test scores, and grade average in determining eligibility for admission and student aid as well as actual minimum levels of achievement for such eligibility are topics of interest to the Committee. Reports of the distribution of admitted students by class rank and test scores and of distribution of student aid by type of aid given will be made by the appropriate officers to the Committee.

4. College Student Life

The College Student Life Committee is composed of representatives of the students, faculty, and administration. According to action of the faculty on June 4, 1968: "Four faculty members shall be appointed by the President upon recommendation of the General Policies Committee; five students shall be chosen by the Community Government Association; one head resident shall be chosen by the head residents (in the dormitories); the Dean of Students, the Dean of Freshmen, the President, and the Dean of the Faculty shall also be members of the Committee. All members of the Committee shall have an equal vote except the President and the Dean of the Faculty, who will be non-voting members."

The Committee is responsible for keeping itself informed on all phases of student life on the campus and will receive for consideration matters brought before it by any student, faculty member or member of the administration. The Committee may make recommendations to the C.G.A., the faculty, the Board of Trustees, or the administration.

5. Appointments, Promotions, and Tenure

This committee, one member of which is elected by the faculty each year for a three-year term, interviews all candidates for faculty positions. It also confers with the President and the Dean of the Faculty on recommended promotions of individual faculty members and on whether a member of the faculty should be given tenure.

The following resolution was passed by the faculty on May 21, 1963:

"Members completing a term of one or more years on this

committee shall not be eligible for reelection until one full year has elapsed. The nomination and election procedure for the Committee on Appointments, Promotions and Tenure will be as follows: Eligible candidates . . . shall be nominated by a secret ballot of the faculty. . . ." Only one candidate's name shall be written on each nominating ballot. The final election ballot shall contain the names of the top nominees (two more names than the number of vacancies to be filled.) A plurality shall be sufficient for election. (See above for priority regulations with respect to membership on the Committee on Academic Affairs and on continuing membership on the General Policies Committee. The election takes place at the first regular faculty meeting in the Spring Term following the election of new members of the Committee on Academic Affairs.)

6. Coordinating Committee on Black Recruitment

The Coordinating Committee on Black Recruitment has the function of coordinating all information on possible Black candidates for faculty or administrative staff positions and of making this information available to interested members of the College community.

7. General Policies

The General Policies Committee advises the administration on matters of general faculty interest and reports and makes recommendations to the faculty for consideration. The General Policies Committee recommends to the President the composition of the other committees for the year.

The faculty elects its own members to the General Policies Committee. There are seven elected faculty members on the Committee, six of which serve a two-year term and one of which serves a one-year term. The procedure outlined in the minutes of the May 18, 1965, meeting of the faculty is as follows:

- (1) The Chairman of the General Policies Committee shall circulate to the teaching faculty a list of faculty members eligible for election to the General Policies Committee. The names shall be distributed by departments into three divisions.

I	II	III
English	Economics	Biology
Fine Arts	Education	Chemistry
Foreign Languages	Government	Mathematics
Philosophy	History	Physical Education
Religion	Sociology and Anthropology	Physics
		Psychology

Each faculty member shall be permitted to vote by secret ballot for two nominees from that division. No member of the faculty shall

vote in more than one division. The two faculty members receiving the highest number of votes in each division shall be the nominees from that division. In case there is an unexpired term to be filled in a given division, three nominees from that division shall be chosen by adding the name of the person receiving the third highest number of votes to the list of nominees.

- (2) Of the six nominees (or more if unexpired terms are to be filled), each member of the faculty shall be permitted to vote at the first faculty meeting of the spring term for one member of the faculty in any division in which there is an unexpired term to be filled.
- (3) The nominee from each division receiving the highest number of votes shall be declared elected for a two-year term. In any division in which there is an unexpired term to be filled, the person receiving the second highest number of votes shall be declared elected to fill the vacancy.
- (4) Of the remaining three nominees, the members of the faculty shall vote by secret ballot for one of the nominees. The one receiving the highest number of votes shall be declared elected member-at-large for a one-year term.
- (5) On May 19, 1954, the faculty approved the following restriction on membership on the General Policies Committee:

. . . no member of the Committee shall serve more than two consecutive terms.

The final voting for election to the General Policies Committee takes place at the May faculty meeting.

8. Honors Program

The College Honors Committee consisting of three faculty members and the Dean of the Faculty, shall exercise general oversight of the individualized honors program. It shall determine specific matters of general policy, shall admit students to the program, and shall approve their programs (since the programs include work beyond the major). One senior faculty member shall serve as coordinator of the program; that is, as executive officer of the Committee, of which he shall be a member.

9. Library

Policy on the use of the library is recommended by this committee to the Librarian. The Committee also determines the distribution of the book and periodical budgets between the academic departments.

10. Student Teaching

This committee advises the Director of Student Teaching on

matters concerning preparation of elementary and secondary school teachers.

Ad Hoc Committees

Two ad hoc committees have been appointed for the 1971-72 college year. They are the Committee on College Governance and the Committee on the Freshman Year.

Conduct Board and Honor Council

Members of the faculty serve on the Conduct Board, which hears cases of alleged student misconduct not involving the Honor Code, and on the Honor Council, which hears cases of alleged violations of the Honor Code.

Trustee Committees

Faculty representatives sit on the Academic Affairs, Development, Finance, and Property and Operations Committees of the Board of Trustees. The chairman of the faculty Committee on Academic Affairs and the senior member of the Committee on Appointments, Promotions, and Tenure meet with the Board of Trustees in its regular meetings.

FACULTY FRINGE BENEFITS

Retirement

The College provides a retirement program through the Teachers' Insurance and Annuity Association. The following provisions apply:

Only full-time members of the faculty are eligible for participation in the T.I.A.A. retirement program, except that a faculty member otherwise eligible who is temporarily on a part-time appointment or on leave of absence is continued in the program, the contribution to be based on the actual salary paid during the time he is on reduced salary.

Members of the faculty in the ranks of professor and associate professor are eligible for participation.

Members of the faculty in the rank of assistant professor are eligible for participation if they have been full-time members of the faculty for three years or if they reach thirty-five years of age and have been full-time members of the faculty for at least two years. (The Board of Trustees may waive these requirements for eligibility in individual cases, provided that the faculty member has had five years of full-time teaching experience or already has a T.I.A.A. contract.)

Instructors and full-time lecturers are ordinarily not eligible for participation but, if individually approved, they may participate

on the same basis as assistant professors.

Administrative officers and other professional employees in administrative offices participate on the same basis as the academic rank in which their salaries fall.

Lake Forest College contributes to the T.I.A.A. for eligible members of the faculty the following percentages of the salary for the regular academic year:

Professors	15%
Associate Professors	12½%
Assistant Professors, Instructors, and Lecturers	10%

The annuity policy may not be surrendered for a cash settlement except under unusual circumstances, as determined by the T.I.A.A. If a faculty member leaves the College he carries his policy with him and the College contributions remain credited to him.

Faculty members are covered by the Federal Social Security program.

Retirement occurs at the close of the academic year during which the faculty member reaches the sixty-fifth anniversary of his birth date. Members of the faculty who reach the age of sixty-five after August 31st will retire at the close of the following year. Benefits will continue until the end of August, even though teaching duties have ceased in June. By invitation of the College, a faculty member may accept reappointment annually as a part-time teacher for three years after reaching retirement age.

Voluntary retirement, carrying emeritus status, may be elected by a faculty member between the ages of sixty and sixty-five. Tenure ceases at age sixty-five. A faculty member who chooses to retire and is granted emeritus status before age sixty-five is no longer considered to be on tenure.

Faculty Dependents' Tuition

Lake Forest College will contribute toward the college costs for tuition of sons and daughters of faculty members in amounts up to the charge for tuition at Lake Forest College. No contribution will be made to cover costs not included in the comparable charge to other students who attend Lake Forest College. This means that room, board, student insurance, activity fee, and like items are excluded. The payment, which is made directly to the college or university in which the son or daughter is enrolling, is continued until a total of four academic years of undergraduate work has been subsidized or until a baccalaureate degree has been awarded, whichever time is less. Graduate or post-graduate professional work will not be subsidized. Subsidy ceases when the faculty member reaches the normal retirement age or upon death of the faculty member before

retirement, except that if death occurs during an academic year the subsidy will be paid for the remainder of the academic year.

Faculty members, their spouses, and children will receive free instruction in regular classes. An admission fee of \$15 is charged at the time of first registration for credit and the student activity fee must be paid by the student. Private lessons and tutorial and independent study are not included.

Insurance Program

Health and life insurance programs for the full-time faculty and all other full-time employees is provided. The details of the plan are outlined in a booklet available from the Business Office. The College pays the health insurance premium for the employee and for his family. Children over 14 days and under 21 years of age are covered and children over 21 who are students are covered if the employee is entitled to an income tax deduction for the child.

Life insurance and accidental death and dismemberment benefits in the amount of one and one-half times salary (up to \$40,000 coverage) is carried by the College at no cost to the faculty member. This insurance decreases by 5% at the beginning of the next fiscal year after the faculty member reaches the fifty-fifth anniversary of the date of his birth and each year thereafter decreases by 5%, calculated to the nearest \$100.

The College provides a salary continuation insurance plan for all full-time members of the faculty and for administrative officers of the College. This fringe benefit provides income for an indefinite period of total disability after three months from the beginning of the disability. The premium will be paid by the College. The first three months of full salary is paid from the current salary budget. The insurance company pays 66 2/3% of the monthly salary up to a maximum of \$1,000 of payment per month during the period of disability. The T.I.A.A. premium, if the faculty member or administrative officer is on T.I.A.A., is also paid by the insurance company.

The insurance program is administered by the Business Office.

Leaves of Absence

Applications for sabbatical leaves are received by a designated time each fall for the following academic year from members of the faculty on tenure who have completed six years at Lake Forest College and who have not reached the sixtieth anniversary of their birth dates. Seniority as well as the purpose of the leave will be primary considerations in determining those to whom leaves of absence will be awarded. It is expected that research, writing, or post-doctoral study will be the usual activity. Leave will be for a full year at three-fourths salary or for one term at full salary and is contingent upon finding an adequate replacement. Eligibility for sabbatical leave is not a

guarantee that leave will be granted.

In addition, leaves of absence without salary may be granted upon application if the intended use of the leave seems to be in the best interests of the College as well as the faculty member and if a suitable replacement can be found.

Leaves usually should not be more than a year in length nor come more frequently than once in three years. Exceptions to this rule are possible for such purposes as the public service.

Leaves of absence for up to one year will not ordinarily affect normal consideration of a faculty member for a salary increase, for promotion, or for eligibility for tenure. If an exception to these policies is to occur, notice of such exception must be given to the faculty member in writing at the time the leave of absence is granted. A non-tenured member of the faculty may, therefore, unless informed otherwise in advance or unless he requests that it not count, assume that a single year or less of leave will count toward the time required before tenure is granted. A tenured member of the faculty will not, however, be allowed to count a leave of absence toward eligibility for a sabbatical leave of absence except as provided in the above second sentence of this section.

The contribution of the College to T.I.A.A. while a faculty member is on sabbatical leave of absence is based on the salary actually paid to the faculty member rather than on the salary he would have received had he not been on leave. All other benefits are paid in full. The College pays no benefits for a faculty member on leave of absence without salary.

A member of the faculty on sabbatical leave is not permitted to accept for the nine month College year total earnings in salary and grants in excess of the full salary he would have earned if he were teaching at the College rather than being on sabbatical leave. If salary or a grant in excess of one-fourth of the "full" salary that would be earned in residence is accepted, the amount contributed by Lake Forest College will be reduced so that the total income does not exceed "full" salary. Expenses necessary for the project may be deducted from a non-taxable research grant before computing total earnings.

Ordinarily a faculty member on sabbatical leave is not permitted to teach at another college or university, but in unusual circumstances, he may request that he be permitted to accept such employment while he is on sabbatical leave provided it is for not more than one-fourth time and that his salary from the other college is not more than one-fourth of the salary which he would receive from Lake Forest College that year if he were teaching full-time. The project expense exemption does not apply in this case. For example, he will not be allowed to earn more for teaching in order to cover travel expenses to the college or university at which he is to do part-time teaching.

Summer Research Grants

Summer research grants are available for full-time instructors and assistant professors (not on tenure) who are not teaching or otherwise employed during the summer. Eligible members of the faculty may make application for these grants and those deemed most worthy will be supported. Currently the grant for instructors is \$900 and for assistant professors is \$1,200. These grants are for the support of research and writing not associated with obtaining an advanced degree, and in the opinion of the College can be tax exempt.

Summer research grants, even though awarded several months before the effective date of the grant, are cancelled for persons who resign as of June 30 of the summer during which the grant is to be used.

Caps and Gowns

The College provides caps and gowns (but not hoods) for the use of the faculty. The Office of the President issues these and the faculty member keeps them as long as he is a member of the faculty.

Professional Meetings

The following plan for reimbursement of expense incurred by faculty members when attending professional meetings, approved at the meeting of the faculty on December 6, 1966, was revised on April 11, 1968 and on December 1, 1969, and has been accepted by the administration of the College:

- a. No reimbursement for a meeting held within fifty miles of the campus.
- b. Round-trip air coach fare (upper limit fare to San Francisco) will be provided.
- c. An allowance of \$12.50 per night for up to four nights is available for room costs. If the cost of the room exceeds \$12.50 per night, the faculty member will be reimbursed for the cost of the room in excess of \$12.50 per night up to a maximum of \$25.00 per night.
- d. Each faculty member is entitled to only one trip a year. He may receive support for additional trips if funds permit.

If a faculty member wishes to attend a professional meeting outside the continental United States, he will be allowed the fare to San Francisco (the upper limit for a given year) toward the cost of transportation. If he has not attended a professional meeting at College expense in the fiscal year preceding the meeting outside the continental United States, he may have the fare equal to the fare from Chicago to New York from the budget of the preceding fiscal year (if requested in time and if the budget permits) and the fare from Chicago to San Francisco in the fiscal year during which the meeting takes place.

The restriction to a maximum of four nights applies here as it does

to domestic trips.

College Housing

The following policies are in force with respect to the assignment of College housing:

1. When a member of the faculty is granted tenure, he shall be given notice to vacate the College house or apartment that he is occupying by the end of the next academic year.
2. When a member of the staff who is not eligible to be considered for tenure receives a salary equal to or above the minimum salary of an associate professor for the same academic year, he shall be given notice to vacate the housing which he is occupying by the end of the next academic year.
3. Those individuals occupying College housing who have not yet received tenure or, in the case of members of the staff, have not achieved the salary level specified in Section 2 above, shall have their occupancy status reviewed at the end of eight years in College housing.
4. In addition to chronology of request, such factors as family size, and base salary shall be considered in the assignment of available housing.
5. Certain houses and apartments may be set aside for the use of administrative officers and staff whom the College administration determines should live on or near the campus because of their particular duties.
6. A committee consisting of the Dean of the Faculty, the Business Manager, and the members of the Committee on Appointments, Promotions, and Tenure determines the priority of assignments when factors other than chronology of request are to be taken into consideration in the assignment of the available housing. This committee will also participate in the review of the occupancy status of those individuals covered in Section 3.

THE LIBRARY

Lake Forest College has two library buildings. The Donnelley Library is the central library, containing the main collection of library materials. The Thomas O. Freeman Memorial Library, a unit of the Ernest A. Johnson Science Center, is a departmental library for the natural sciences.

The Donnelley Library is open during the regular school year according to the following schedule:

Monday through Friday. . . 8:00 a.m. to 12:00 Midnight
Saturday 8:30 a.m. to 5:00 p.m.
Sunday 2:00 p.m. to 12:00 Midnight

(No reference service after 10:00 p.m.)

The Freeman Science Library's hours are as follows:

Monday, Tuesday, Wednesday, Thursday . 8:30 a.m. to 10:00 p.m.
Friday, Saturday 8:30 a.m. to 5:00 p.m.
Sunday 2:00 p.m. to 10:00 p.m.

During the summer terms and school vacations both libraries are open on week days only (Monday through Friday) at hours posted.

The entire library collection numbers approximately 120,000 volumes of books, journals, and major reference works, including several valuable collections which have been given to the College. Approximately 850 current periodicals and scholarly journals are received regularly. Recently the library was designated as a depository for selected United States Government documents. Readers are available for the use of microfilm and microcard materials owned by the library or obtained through loan or purchase by individuals.

The library uses a divided catalogue with all subject references in one alphabetical section and author and title references in the other. The books are classified and arranged on the shelves according to the Library of Congress system of classification, being located on the upper floor of the building. Books of particular value or unusual rarity are shelved in locked cases in the Treasure Room, an area adjacent to the mail collection of books. They are available upon request from the loan librarian in charge. Current issues of periodicals are displayed in the periodical reading area to the right of the main entrance to the library. Back files of journals and magazines are shelved in an adjacent stack area, arranged alphabetically by title. Government publications such as the Congressional Record, Bureau of Census reports, and other uncatalogued serial publications are located in the center section of the lower floor, which is accessible through the central stairway. The arrangement of books and periodicals is designed to permit free access by faculty and students to all materials for use within the library.

Members of the faculty may request that certain books needed for specific assignments be placed on closed reserve shelves. These books are shelved in stacks behind the loan desk and are dispensed upon request by student clerks who are in attendance. It is understood that these books are to be used within the library during library hours, being charged out for home study at the closing hour only. Faculty members are requested to submit reserve lists well in advance of assignments so that the books may be available when they are needed for reserve purposes.

Faculty members needing material for research projects or work on dissertations may request material from other libraries on inter-library loan. This service is extended through the circulation department of the library. Scholarly libraries located in the Chicago metropolitan area are open to the faculty member if this library is unable to supply the specialized material he needs. However, in almost every case, some identification as a member of the College faculty is required. Each faculty member is provided with a library card for use in borrowing books from this library. The card bears the faculty member's name and indicates that he is a member of the Lake Forest College faculty. Anyone wishing to make use of the libraries listed below should consult the Librarian regarding these credentials. The libraries are:

- John Crerar Library (Chicago) - specializing in science, technology, and the social sciences.
- Library of International Relations (Chicago) - (Lake Forest College is a member.) specializing in foreign newspapers, magazines and official documents.
- Newberry Library (Chicago) - restricted to literature, history and the arts.
- Northwestern University Library (Evanston)
- Northwestern University Technological Institute Library (Evanston)
- University of Chicago Library (Chicago)
- Chicago Public Library (Chicago)

The library is the heart of the college. The library staff is primarily dependent on its faculty for maintaining the strength of its collections. Therefore, it is the responsibility of each faculty member to order library materials in his area of competence subject to the direction of the department chairman (cf. p. 9, item 5). General works, replacements, reference works, and general periodicals are selected by the Librarian.

In determining which books or periodicals to order, faculty members should take into account the following guidelines: The library collection shall contain the basic works in each discipline, suitable for the study and reference needs of undergraduates. In addition (since the library has limited funds and space) departments are encouraged to further specialize in selected areas within their discipline and, in cooperation with other departments, in inter-disciplinary fields of concern.

The following policy with regard to the selection of materials for purchase has been worked out between the Librarian and the faculty:

- (1) Secondary materials for reference and study are suitable for most needs.

- (2) Primary source materials are purchased in fields in which they will be useful in undergraduate instruction whenever the budget allows and such materials are available.
- (3) Purchase of textbooks is discouraged as a general practice except when particular need is shown for collateral reading material or a text covers material not otherwise available. (The library does not acquire any textbook currently designated as a text for a course.)
- (4) As many technical periodicals and abstracting journals are purchased as funds permit.

THE ADMINISTRATION OF THE COLLEGE

The chart on the inside back cover shows the administrative structure of the College. An exact statement of the functions, responsibilities, and authority of each administrative officer is contained in the Administrative Organization Manual. Every administrative officer and department chairman possesses a copy of the Manual and faculty members may consult these copies if they desire particular information.

MEMBERS OF THE FACULTY OUTSIDE THE CLASSROOM

The normal social life of the campus provides many opportunities for faculty members to get together with each other and with students. Through the churches of the community, through some of the community organizations, and through a series of activities involving the faculty members and the community, which the faculty arranges, faculty members have some opportunity to meet other people who live in the town of Lake Forest. There are, however, only a few planned social activities on campus which involve the whole faculty. Usually there is held in the fall a reception for new faculty and staff people. The Campus Circle, to which women faculty and staff members and the wives of the faculty and staff members belong, also plans one or two social events involving all faculty and staff members sometime during the year.

Faculty members are welcome to use the coffee shop in the Commons where students congregate. Many members of the faculty use their homes either for social occasions or for meetings. This is a particularly good way to get better acquainted with advisees. The College will reimburse members of the faculty for the out-of-pocket expenses of entertainment for students. Requests should be presented in advance to the Dean of Students' Office.

During the regular College year a faculty luncheon is held in the Commons (Rooms A, B, and C) in alternate weeks. A faculty member or an invited guest makes an informal presentation on some topic of faculty interest.

Members of the faculty and their husbands or wives are encouraged to participate in the student social life by accepting invitations to be guests at student social functions. Faculty members also frequently act as advisers to social groups by their invitation. Many departments have clubs for students interested in work in a particular area. In some cases faculty members are members of the group and in others they serve as advisers.

The College sponsors a program of cultural and religious activities. Many cultural events are scheduled on the campus during the year. Most of these are open to the faculty without charge. Admission to the College plays and athletic events is free to each faculty member, his wife or her husband, and dependent children.

Churches

The churches in the community of Lake Forest and Lake Bluff include the First Presbyterian Church, the Church of the Holy Spirit (Episcopal), St. Mary's (Roman Catholic), First Church of Christ, Scientist, Church of the Covenant (non-denominational), Grace Methodist Church (Lake Bluff), the Union Church of Lake Bluff (non-denominational), Faith Lutheran Church (Missouri Synod), St. James' Lutheran Church (Lutheran Church in America), the United Church of Christ, the North Shore Unitarian Church, B'nai Torah Reform Temple (Highland Park), the Society of Friends, and two Baptist churches.

ADMINISTRATION ORGANIZATION CHART

